

**SECRET**NPIC/D-215-62  
4 December 1962

MEMORANDUM FOR: Liaison Officer, National Security Agency

SUBJECT: Classification of NPIC Activities

1. Recent publicity concerning the potential occupancy by CIA of Building 213, Naval Weapons Plant has resulted in a re-evaluation of the security classification of NPIC and its related activities. As a result, the Director of Central Intelligence has decided not to implement the light cover plan drawn up for NPIC several months ago, and, henceforth, to treat NPIC simply as a classified activity. The primary objective now is to treat as classified information the nature of activities to be carried on in Building 213, and the magnitude of the effort.

2. This new policy will change certain administrative procedures which have been in use since the inception of NPIC, and will require certain arrangements to be made by the military detachments and liaison representatives with their parent services. The purpose of this memorandum is to apprise you of these changes in order that you may make appropriate arrangements with cognizant officials in the National Security Agency. In implementing this change, the major security guidelines are as follows:

a. The title, "National Photographic Interpretation Center", is security classified CONFIDENTIAL and is to be handled as such in all correspondence and discussions.

b. The initials, "NPIC", while not classified should be used on an unclassified basis only among individuals and organizations officially aware of their meaning and then only when necessary to the conduct of business.

c. Department of Defense personnel assigned to NPIC or working in NPIC spaces shall use their parent military organization and its address in response to inquiries regarding employment and other similar matters. No reference to NPIC, its activities, location, or relation to CIA shall be made to uncleared personnel, or to cleared personnel who do not have a need-to-know.

d. Department of Defense personnel working in Building 213 may admit assignment to the Building if in the judgment of the employee involved circumstances permit no other sensible answer. No indiscriminate or gratuitous admission of this fact shall be made, however, and personnel should attempt to put off casual inquiries by admitting working at the "Navy Yard" or "downtown". No reference to the nature of activities carried on in the building, or the relationship of the military detachments to CIA shall be made to uncleared personnel or to individuals who do not have a need-to-know.

**SECRET**GROUP 1  
Excluded from automatic  
downgrading and declassification

~~SECRET~~

SUBJECT: Classification of NPIC Activities

3. In the handling of mail, NPIC formerly was using the following as its official mailing address:

National Photographic Interpretation Center




50X1

Use of this address has been discontinued and military detachments and liaison representatives will maintain official mailing addresses either at the Pentagon or other appropriate locations which will not reveal association with NPIC or Building 213. Since your official mailing address is NSA this should create no problem for you. As in the past, we will continue to provide courier service to NSA and you may use this channel to receive mail from your headquarters.

4. With the above factors in mind, you are requested to take the following action:

a. Notify appropriate NSA officials of the new security policy.

b. Advise appropriate officials that the former official NPIC mailing address,  is not to be used.

50X1

5. If I can be of any assistance to you in effecting these changes, or if further clarification is needed, please let me know.



50X1

Executive Director, NPIC

~~SECRET~~